



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

**ARNOLD SCHWARZENEGGER, Governor**

*WILLIAM P. WOOD, California Corporations Commissioner*

*SUNNE WRIGHT MCPEAK, Agency Secretary*

**Release Date:** August 4, 2004

**CLASSIFICATION:** **Personnel Specialist**  
1 Position – Permanent/Full Time-Sacramento

**FINAL FILING DATE:** **August 31, 2004 or Until Filled**

**SALARY:** \$2431 - \$3800

**POSITION LOCATION:** Human Resources Office, 1515 K Street, Sacramento

### DUTIES AND RESPONSIBILITIES

Under the direction of the Personnel Officer of Human Resources, the incumbent regularly applies State laws and Departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, payroll and personnel documents processing and related personnel transactions functions. Typical tasks include, but are not limited to, salary determinations; payroll; benefits; position control; appointments; separations/resignations; correspondence and communication; permanent intermittent/hourly employees; attendance; monthly reports; garnishments (processing); special assignments; training (orientation); employee contact; automation; establishing/updating procedures; etc. Will handle "roster" of approximately 200 employees. Although the incumbent reports directly to the Personnel Officer, the incumbent will be under the day-to-day lead of the Senior Personnel Specialist.

### DESIRABLE QUALIFICATIONS

- ◆ Ability to work independently with minimal supervision.
- ◆ Service oriented with good interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Good attendance record.
- ◆ Dependable, able to adjust to shifting priorities and meet deadlines.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Familiarity with PC (Excel, Word, etc.)
- ◆ Experience with CLAS and MIRS.

**WHO MAY APPLY** - EMPLOYEES CURRENTLY AT THE PERSONNEL SPECIALIST LEVEL, THOSE WITHIN TRANSFER RANGE OR WHO HAVE LIST ELIGIBILITY WHO ARE REACHABLE (IN TOP THREE RANKS), AND STATE EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Cindy Miner at (916) 327-6699 or CALNET 8-467-6699. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

### **SUBMIT APPLICATION AND RESUME TO:**

Department of Corporations  
Human Resources Office  
Attention: Linda Tessmer (#04-xxx)  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 324-6271 or CALNET 8-454-6271

**RPA#HRO-04-xxx cm**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.